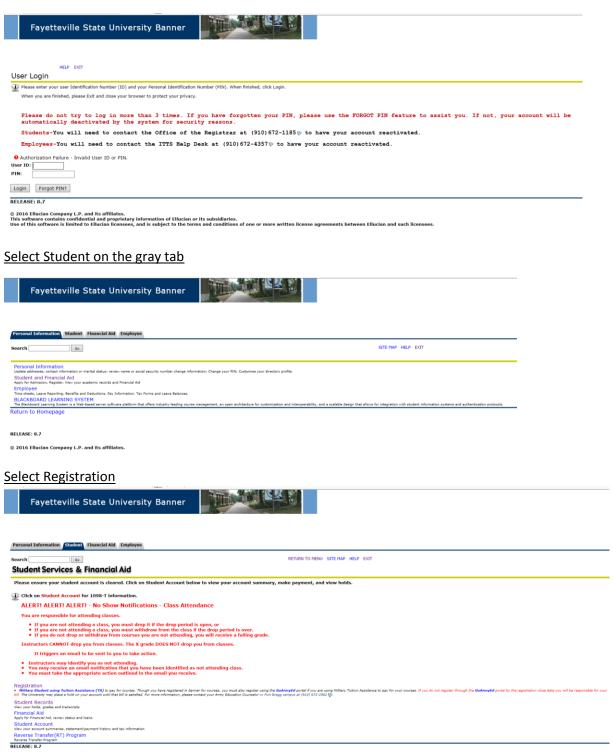
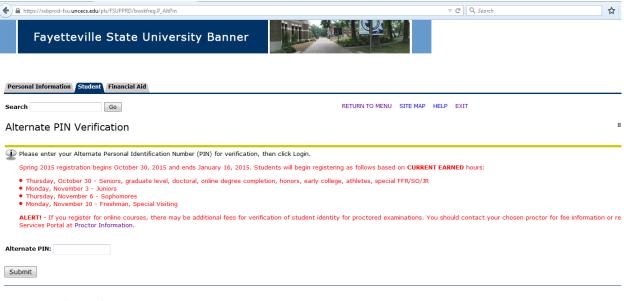
# How to Withdraw From Courses Online

## Log into Banner Self-Service



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### Enter your Alternate pin



## Select Add/Drop/Withdraw

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Personal Information Student Financial Aid Employee

Search 6

Registration

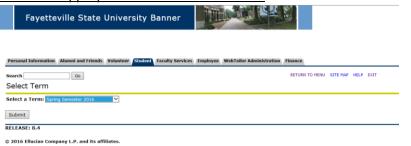
O Bill Payment questions - please visit Bursar's Office
Tultion Management System (Payment Plan) questions, please visit FSU Payment Center.

Spring 2016 Registration Ends January 15

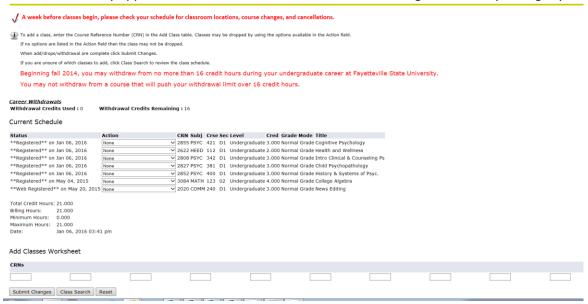
For Course Section Descriptions, please click Section Descriptions
If you have any questions, please click Section Descriptions
If you have any questions, please contact your advisor.

Select Term
Insurance Waiver
Add PropyWithdraw from Classes
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Withdrawal Information
Registration Status
Active Registration
Registration Fee Assessment
Payment Plan
Withdrawal refers
Withdrawal refers
Withdrawal refers
Registration Fee Assessment
Withdrawal Credits

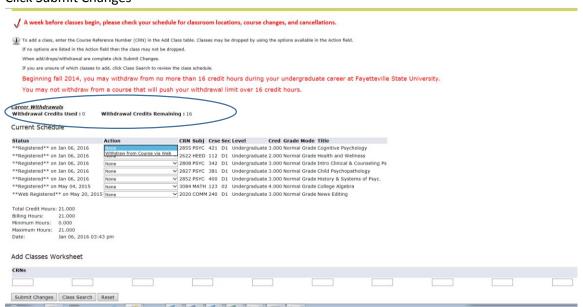
### Select the appropriate term and click Submit

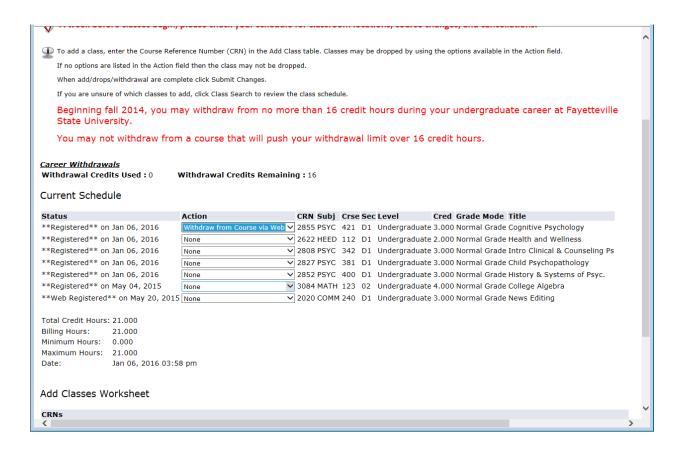


Your schedule may appear similar to below. The informational messages in red may be slightly different.



Select the withdraw option for the course you wish to withdraw. Click Submit Changes

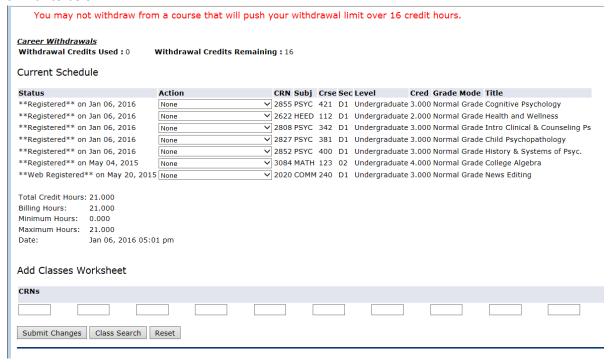




Your withdrawal information will display as below for you to verify if this is the course of action you wish to take. Click the appropriate option.

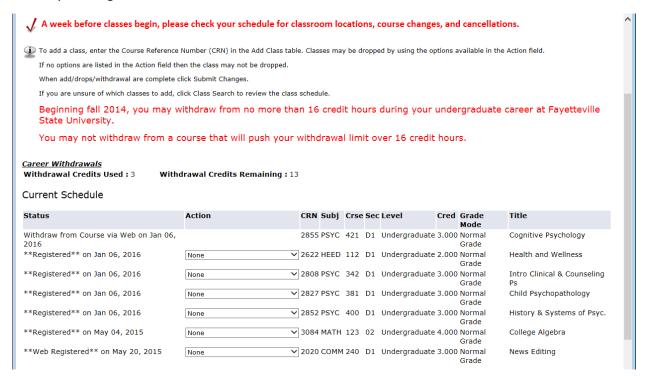


If you select Cancel Withdrawal, the withdrawal will not be processed and your schedule will return similar to below:



If you select Complete Withdrawal, the withdrawal will process and return to you similar as below. Note the course status column. You have now completed the course withdrawal process. Your course withdrawal totals have now been updated to reflect your number of withdrawal credits and remaining credits.

#### You may now log off.



## **NOTES:**

- You will receive an email similar to below to also confirm your course withdrawal.

From: Course\_Withdrawals

Sent: Monday, June 01, 2015 10:29 AM

To: Baker, Sarah

Subject: Course Withdrawal Processed

Hello STUDENT NAME,

Your withdrawal request has been successfully processed for the following course(s).

TERM	CRN	SUBJECT	COURSE NUMBER	TITLE
Spring Semester 2015	2852	PSYC	400	History & Systems of Psyc.

#### Withdrawal Credits Information

Withdrawal Credits Used: 14 Withdrawal Credits Remaining: 2

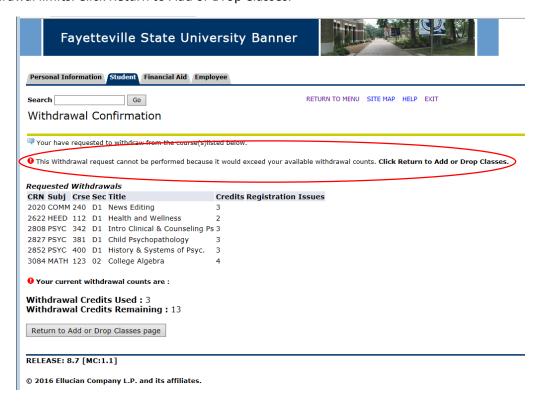
Regards,

University Registrar

- You should confer with your advisor and instructor of the course before withdrawing from a course. Your financial aid could be in jeopardy if you do not maintain the 67% earned/attempted ratio.
- The only option available during the course withdrawal period will be "Withdraw from Course via Web". Once the course withdrawal period ends, the option will no longer be available.
- You should not withdraw from all courses using this method. You must consult with Personal Development to withdraw from the university.

If you try to withdraw from all courses, you may receive one of two messages as below:

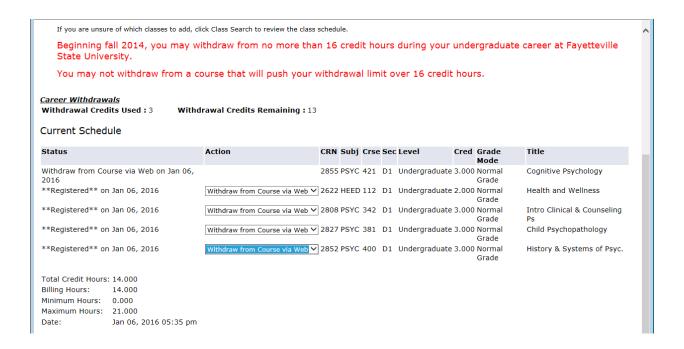
- This Withdrawal request cannot be performed because it would exceed your available withdrawal limits. Click Return to Add or Drop Classes.



OR

 If you withdraw from all courses and still within your credit limit, you may receive the error message "You cannot drop your last class online. To withdraw from the University, please contact Personal Development at (910) 672 1222/1203".

If you do not receive this message and you have withdrawn from all courses (even if enrolled in only one course), the University will officially withdraw you from the University using the effective date as the date of the last class from which you withdrew.



- Your financial aid may be affected. Office of Financial Aid, Housing, Student Accounts, Bookstore, BroncoCard and Personal Development will be notified that you have been withdrawn from the university. You are then be considered a non-student. If you are in the Residence Hall, you must vacate immediately.

